

WORKFORCE PLANNING: IS YOUR WORKFORCE READY FOR THE MISSION OF TOMORROW?

Workforce Planning & Analytics Section in the Office of Human Resources (OHR)

THE SINGLE MOST IMPORTANT ASSET FOR ANY ORGANIZATION IS ITS WORKFORCE

Workforce planning is the process of analyzing, forecasting, and planning workforce supply and demand to ensure an organization has **the right people, with the right skills, in the right places, at the right time.**

CHALLENGES RESOLVED THROUGH WORKFORCE PLANNING

- Budget cuts
- Hiring Restrictions
- Changes in mandate
- Realignment
- Skill gaps in the workforce
- Coverage for critical positions

WORKFORCE PLANNING CAN HELP YOU...

- ✓ Know where to target recruitment during hiring restrictions.
- ✓ Engage and retain critical staff.
- ✓ Recruit for current and future skills needs.
- ✓ Identify skill gaps in your workforce and resolve with training.
- ✓ Analyze your current workforce and predict future needs.



WE HAVE HELPED OUR CUSTOMERS...

Create sophisticated & strategic workforce plans	Use predictive analytics to plan for different scenarios	Identify & plan to fill mission critical positions	Expert consultation on leveraging the right tools	Develop & leverage engagement surveys	Guide customers through action planning to boost engagement



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National Institutes of Health
Office of Management

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WHAT IS WORKFORCE PLANNING?

Workforce planning is the process of identifying and addressing the gaps between the workforce your organization has today and what it needs in the future. Workforce planning falls into six main steps:

1. Identify the organization's **strategic direction**.
2. Conduct a **supply analysis** to understand the current workforce and how it will change.
3. Conduct a **demand analysis** to understand future needs.
4. **Identify the gaps** between workforce demand and supply.
5. **Implement solutions** to close these gaps.
6. **Monitor progress** and adjust solutions as demands and supply changes.

WHAT ARE THE BENEFITS OF WORKFORCE PLANNING?

ENHANCE STRATEGIC ALIGNMENT

Identify staff with the right skills to support the strategy.

INCREASE EMPLOYEE ENGAGEMENT

Understand the factors that engage your workforce to boost job satisfaction, retention and productivity.

IMPROVE EMPLOYEE RETENTION

Assess the cause of turnover & develop retention strategies.

CREATE SMOOTH TRANSITIONS FOR CRITICAL ROLES

Prevent knowledge loss during leadership transitions and ensure continuity of operations.

RESKILL EMPLOYEES

Reskill employees to fill needs of an ever-changing work climate.

HOW CAN I GET STARTED WITH WORKFORCE PLANNING?

REQUEST A CONSULTATION

Request a free consultation with the workforce planning team to learn more about how to get started.
Email NIH-Workforce-planning@od.nih.gov to get started.

LEVERAGE THE TOOLKIT

Find resources such as templates, how to guides and contacts to help you with each phase in the workforce planning cycle.



SMARTHR WORKFORCE ANALYTICS

Leverage workforce data combined with predictive analytics to see what your current and future workforce looks like. See the website: SMARTHR.od.nih.gov

WORKFORCE PLANNING WORKING GROUP

Connect to the NIH community of practice to share workforce planning knowledge and strategies. To join send a request to: NIH-Workforce-Planning@od.nih.gov

CONTACT US

Explore the NIH Workforce Planning Toolkit: <https://hr.nih.gov/workforce/workforce-planning>

View SMARTHR analytics: SMARTHR.od.nih.gov

Get support: NIH-WORKFORCE-PLANNING@od.nih.gov